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Date: 31.07.2025 10:35 AM

041305T4OA**OFFICE ADMINISTRATION LEVEL 6****BUS/OS/OA/CR/07/6**

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Manage Office Security

Date: 31.07.2025 10:35 AM

July/August 2025

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**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)****WRITTEN ASSESSMENT**

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Time: 3 HOURS**INSTRUCTIONS TO CANDIDATES**

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1. The paper consists of two sections, **A** and **B**.
2. Answer **ALL** the questions in section A.
3. Answer Question **TWELVE (12)** and any other **TWO (2)** in section B.
4. You are provided with a separate answer booklet.
5. Marks for each question are indicated.
6. Do not write on the question paper.

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It consists of THREE (3) printed pages**Candidates should check the question paper to ascertain that all pages
are printed as indicated and that no questions are missing**

SECTION A (40 MARKS)**Answer ALL Questions in This Section.**

1. You are an Office Admin at Rahisi Limited Company. Mention FOUR office records that you are likely to find in the office. (4 Marks)
2. A well-documented inventory supports resource planning in most modern offices. List FOUR steps involved in establishing an office equipment inventory. (4 Marks)
3. An Office Administrator ensures that office information is not disclosed to unauthorized personnel. Give THREE circumstances under which confidential information may be disclosed. (3 Marks)
4. Data and information integrity have several benefits in the organization. State FOUR such benefits that may accrue to the organization that maintains it. (4 Marks)
5. Your organization has had problems retrieving important records over the past few years. State THREE reasons why it is necessary to store records in an organization. (3 Marks)
6. Dust and damage are common issues in offices without protective measures. Highlight FOUR benefits of covering office equipment when not in use. (4 Marks)
7. Dickson is tasked with power supply in an institution. Mention FOUR consequences of failing to control power supply. (4 Marks)
8. Maintaining the security register means implementing measures that protect the integrity, confidentiality and accessibility of the information recorded. List THREE guidelines of maintaining security register. (3 Marks)
9. Office equipment must be functional at all times to ensure smooth operation and production. Give FOUR reasons that may cause equipment failure. (4 Marks)
10. Storing data and information is a crucial activity in an organization. List FOUR storage equipment that may be used to store information. (4 Marks)
11. Digital office information is vulnerable to threats. Identify THREE methods used to protect digital information against threats. (3 Marks)

SECTION B (60 MARKS)**Answer Question TWELVE (12) and any other Two (2) in this section.**

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12. Greenfield Microfinance Ltd, a financial services provider with several branches

across Kenya, handles large volumes of customer financial data daily. In the recent past, the company suffered a serious security incident where sensitive customer data was compromised due to weak physical access controls and unsecured systems. This breach led to reputational damage and a temporary suspension of services.

a) Explain FIVE effective control measures to minimises and systems.

(10 Marks)

b) Describe FIVE steps an employee would follow when reporting a security incident at workplace.

(10 Marks)

13.

a) Safeguarding office data and information is critical for any business continuity. Discuss FIVE common threats to office data and information.

(10 Marks)

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b) Data and information are the backbone of decision-making and operations. Explain FIVE ways of overcoming threats associated with office data and information.

(10 Marks)

14.

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a) Office records are essential documents in a day-to-day workplace operation and should be safeguarded appropriately. Explain FIVE reasons for the exercise.

(10 Marks)

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b) Manuals provide essential e... Discuss FIVE benefits of maintaining these documents.

(10 Mark)

15.

a) Maintenance of office e... a priority for durability. Explain

Explain

FIVE guidelines to be followed when storing office equipment

(10 Marks)

b) Explain FIVE items of information that should be included in an office

inventory.

(10 Marks)

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